

**DEVELOPING PROGRAM WORK PLAN/PROPOSAL  
FOR  
COOPERATIVE AGREEMENTS/GRANTS**

To assist in the development of the program work plan/proposal, we have prepared the following outline as a guide. The work plan/proposal should describe, in detail, the activities to be conducted by the signatories to the agreement. Involvement by other parties in the program or project, which is incidental to the agreement, should only be discussed as indicated in III.H.

The work plan for a cooperative agreement discusses the roles and responsibilities of the parties to the agreement (those signing) and the interaction between them as well as their resource contributions.

For a grant, the proposal would address exclusively activities conducted by the Grantee as APHIS would not have a role in conducting the project.

Major topics outlined ( I, II, III, and IV) should be included in each program work plan/proposal. It is not intended to be all inclusive, but to serve as a reference for items which should be discussed in development of the program narrative.

**I.     Objectives and Need for the Assistance**

This section includes a narrative on how financial assistance will facilitate the cooperator in carrying out a public purpose of support or stimulation authorized by a law of the U.S.

- A.     Relevant need or program requiring a solution.
- B.     Supporting documentation.
- C.     Demonstrate need for assistance.

**II.    Results or Benefits Expected**

Identify results or benefits to be accomplished through assistance.

**III.   Approach**

This Section should discuss an overall plan of action and has three sections to outline roles and responsibilities that are mutual, those of the cooperator, and those of APHIS in terms of work to be performed, expected accomplishments by each party, and resources to be contributed by each. A grant proposal would reflect only work of the

**Grantee.**

- A. Outline a plan of action.**
- B. Detail work to be accomplished by activity of function.**
- C. How each activity is to be accomplished.**
- D. Describe any unusual features of project .**
- E. Resources required :**

**1. Number and Type of Personnel:**

- a. Are they currently employed?**
- b. Will employees have to be hired? Are employees to be full\_time or part\_time? Mechanism used to hire.**
- c. Are employees paid or volunteers?**
- d. How will unemployment payments be handled upon assistance?**

**terminating**

**2. Equipment Needed :**

- a. Provided by cooperator**
- b. Provided by APHIS**
- c. Provided from APHIS funds.**
- d. Identify major purchase needs.**
- e. Use to be made of equipment purchased.**
- f. Method of procurement.**
- g. Method of disposition.**

**3. Travel Needs :**

- a. Method of payments.**
- b. Rate of payments for travel and per diem.**
- c. Approving official.**
- d. Number of trips authorized.**

**4. Supplies :**

- a. Special supplies.**
- b. Method of procurement.**

**5. Contracts :**

- a. Who will handle contracting needs?**
- b. Cooperator Procurement activities shall be in accordance**

- with A\_102 and A\_110 ( Attachment 0).
- c. Special requirements \_ rate of spray, kill rate, special features, etc.

**F. Quantitative projection of Accomplishments to be achieved :**

**1 Identify activity or function .**

- a. Monthly accomplishments.
- b. Quarterly accomplishments.
- c. Other specified intervals.

**2. When Accomplishments cannot be Quantified by Activity or Function .**

- a. List in chronological order.
- b. Show the schedule of accomplishments.
- c. Show target date for each.

**G. Data Collection and Maintenance :**

- 1. Identify the kind of data to be collected.
- 2. How data will be maintained.
- 3. Establish criteria to evaluate project :

- a. Results.
- b. Successes.

**4. Methodology used to determine if :**

- a. Identified needs are met.
- b. Results and benefits are achieved.

**H. List all Contributing Parties Who Will Work on the Project.**

- 1. Describe the nature of their effort.
- 2. Contribution.

**IV. Geographic Location in which Project is to Take Place**

**A. Statewide, Counties, Townships, National or State Parks**

**B. Type of Terrain.**

- 1. Cropland.**
- 2. Rangeland.**
- 3. Woodland.**

**C. Unusual Features which may Impact on Project or Activity.**

- 1. Rivers, lakes, etc.**
- 2. Wildlife sanctuaries.**